



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF PUBLIC PROGRAMS

MUSEUMS, LIBRARIES, AND CULTURAL ORGANIZATIONS: PLANNING GRANTS

Deadline: August 12, 2015 (for projects beginning April 2016)

The Division of Public Programs accepts applications for the two Museums, Libraries, and Cultural Organizations programs at two deadlines a year: in January and August.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Items referred to in this document needed to complete your application:

- ☐ Budget instructions
- ☐ Budget form
- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your Entity record. NEH strongly recommends that applicants update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

I. Program Description

This grant program supports projects for general audiences that encourage active engagement with humanities ideas in creative and appealing ways. Many different formats are supported, including permanent and traveling exhibitions, book or film discussion programs, historic site or district interpretations, living history presentations, and other face-to-face programs in public venues. All projects must be grounded in humanities scholarship in disciplines such as history, art history, film studies, literature, religious studies, philosophy, or anthropology. (You can find a more detailed description of the humanities [here](#).) Projects must also demonstrate an approach that is thoughtful, balanced, and analytical (rather than celebratory). The approach to the subject matter must go beyond the mere presentation of factual information to explore its larger significance and stimulate critical thinking. NEH is a national funding agency, so the projects we support must demonstrate the potential to attract a broad, general audience. We welcome humanities projects tailored to particular groups, such as families, youth (including K-12 students), teachers, seniors, at-risk communities, and veterans, but they should also strive to cultivate a more inclusive public audience.

Museums, Libraries, and Cultural Organizations grants provide support for museums, libraries, historic places, and other organizations that produce public programs in the humanities.

NEH encourages projects that explore humanities ideas through multiple formats. Proposed projects might include complementary components that deepen an audience's understanding of a subject: for example, a museum exhibition might be accompanied by a website, mobile app, or discussion programs.

If your primary format is a digital platform that is independent of an exhibition, interpretation of a historical place or site, or a discussion program, please see information about the [Digital Projects for the Public](#) grant program.

Types of Museums, Libraries, and Cultural Organizations awards

Planning grants (up to \$40,000) are used to refine the content, format, and interpretive approach of a humanities project; develop the project's preliminary design; test project components; and conduct audience evaluation.

Awards up to \$75,000 are available for the planning of exceptionally ambitious exhibitions, and for more complex projects with the potential to reach extremely wide audiences through any of the following:

- collaboration with multiple institutional partners;
- a wide-ranging combination of diverse formats (for example, exhibitions, book/film discussion programs, digital formats, lecture series, symposia, neighborhood tours, curriculum guides, publications, and broadcast media); or
- programming at a large number of venues.

All applicants for planning grants should be able to

- clearly articulate the humanities themes that they plan to develop (please see the question about themes in the Frequently Asked Questions document, which is available on the [program resource page](#));
- identify scholars and other consultants who are committed to working with the project; and
- describe the general format (for example, exhibition, discussion program, or site interpretation) that the project will use to convey humanities content to the public.

Implementation grants support final scholarly research and consultation, design development, production, and installation of a project for presentation to the public. See application guidelines for [Implementation Grants](#).

All projects should

- be grounded in sound humanities scholarship;
- deepen public understanding of significant humanities questions and ideas;
- involve a team of humanities scholars who contribute to all phases of the project;
- attract a broad and diverse audience;

- offer engaging content approached through an appropriate variety of perspectives; and
- encourage dialogue and the exchange of ideas.

Planning grants may be used for

- meetings with scholars and other content advisers, program partners, and audience representatives;
- primary research into the topic;
- travel to archives, collections, sites, or other resources;
- drafting of text for program or discussion guides, exhibition labels, brochures, digital assets, publications, or other interpretive materials;
- preliminary design for any of the interpretive formats to be used;
- planning for public programs and publicity materials;
- preliminary audience evaluation;
- planning for training for docents, discussion coordinators, or other relevant interpretive leaders for the project; and
- development of curriculum guides and other materials for teachers and students.

Planning grants may not be used for

- single-site temporary exhibitions (that is, those lasting less than three years) or traveling exhibitions that will be displayed at fewer than two venues in the United States;
- expenses for program venues in foreign countries;
- projects that are exclusively or primarily digital (such projects should instead be submitted to the [Digital Projects for the Public](#) grant program);
- purchase of art, artifacts, or equipment;
- projects for preservation, cataloging, or archiving;
- encyclopedias and digital archives, unless they include significant interpretive components;

- print or digital publications that are not an integral part of a larger project for which funding is being requested;
- professional development or new staff hires;
- general operations, renovation, restoration, rehabilitation, or construction;
- strategic planning or a feasibility study for a new museum;
- projects that will satisfy requirements for educational degrees or formal professional training;
- projects intended primarily for students in formal learning environments (though projects may include components that can be used in classrooms);
- projects primarily devoted to research on a subject rather than interpretation for the general public;
- dramatic adaptations of literary works;
- projects that seek to persuade participants of a particular political, religious, or ideological point of view; or
- projects that advocate a particular program of social action.

Please note that NEH funds may not be used to support obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

The Common Good: The Humanities in the Public Square

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

More information about the Common Good initiative is available [here](#).

Broadening access to the humanities

The Division of Public Programs invites proposals for programs at museums, libraries, and cultural organizations that reach underserved groups and engage them in a thoughtful consideration of humanities ideas. Many NEH-funded projects have made a profound difference in vulnerable communities—for example, discussion programs for incarcerated teens; family reading programs that help break the cycle of illiteracy by encouraging parents and children to read together; and museum exhibits that involve senior citizens in cross-generational dialogues. Applicants with plans to reach new, underserved, or at-risk audiences, so as to bring the power of humanities ideas to those who need it most, are encouraged to describe such plans in their proposals.

Humanities and science and technology

The Division of Public Programs encourages projects that examine connections between the humanities and science and technology. The humanities offer significant insight into scientific discovery, scientific thinking, and the historical, cultural, and ethical implications of various technologies. Projects might provide the historical and social contexts for scientific developments, to illuminate how science is produced and scientific information is consumed. Alternatively, projects might analyze how technological innovation helps reshape cultures and understandings of our place in the world. Projects might also discuss the ethical and political implications of scientific and technological developments. Proposals must demonstrate sound humanities and science scholarship. Projects must involve collaboration between the project team and advisers drawn from the humanities and the sciences.

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the Standing Together initiative or the Common Good initiative, seek to broaden access to the humanities, or examine connections between the humanities and science and technology.

EDSITEment

NEH's [EDSITEment website](#) is a respected source of educational materials for the classroom. We encourage applicants to create resources accompanying their projects that would be appropriate for publishing on EDSITEment or promotion through EDSITEment.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. Such products may include traveling exhibitions, reading and discussion groups, long-term museum installations, historic site interpretations, community programs in the humanities, digital tools, websites, and the like.

All other considerations being equal, NEH gives preference to those projects that provide free access to the public. Institutions that charge admission must provide at least twenty hours of free access each month to NEH-supported projects.

Indemnity: The Arts and Artifacts Indemnity Act

The Arts and Artifacts Indemnity Act authorizes the Federal Council on the Arts and the Humanities to enter into indemnity agreements with U.S. nonprofit tax-exempt organizations and government units. Institutions that are organizing an exhibition with internationally loaned objects are encouraged to apply for indemnity. Indemnity can significantly lower the overall cost of insuring an exhibition with internationally loaned objects. The indemnity program is administered by the National Endowment for the Arts. Further information on this program can be [found here](#).

II. Award Information

Awards for planning typically range from \$40,000 to \$75,000, depending on the complexity of the project, and are usually made for a period of twelve months. Basic planning grants of up to \$40,000 are available for projects that include collaboration with scholars to refine humanities content, undertake archival research, and conduct preliminary object research.

Awards up to \$75,000 are available for the planning of exceptionally ambitious exhibitions, and for more complex projects with the potential to reach extremely wide audiences through any of the following:

- collaboration with multiple institutional partners;
- a wide-ranging combination of diverse formats (for example, exhibitions, book/film discussion programs, digital formats, lecture series, symposia, neighborhood tours, curriculum guides, publications, and broadcast media); or
- programming at a large number of venues.

Successful applicants will be awarded a grant in outright funds, federal matching funds, or a combination of the two, depending on the applicant's preference and the availability of NEH funds.

Outright funds

Outright funds awarded by NEH are not contingent on additional funding from other sources.

Matching funds

Federal matching funds are a form of cost sharing (see below). When matching funds are requested, the applicant must raise contributions from third parties and have them certified before the grant funds are released to the grantee (see NEH's [Federal Matching Funds Guidelines](#)). Funds raised to satisfy a match may be counted toward an institution's cost share for a project.

(Learn more about different [types of grant funding](#).)

Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant, third parties, and other federal agencies, as well as third party in-kind contributions, such as donated services and goods. Cost sharing also includes nonfederal gift money raised to release federal matching funds. Although cost sharing is not required, this program is rarely able to support the full costs of projects approved for funding.

Other award information

A grant from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

III. Eligibility

Any U.S. nonprofit organization with IRS tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Eligible institutions include but are not limited to public, school, academic, and research libraries; museums; disciplinary and professional associations; cultural institutions; state humanities councils; and institutions of higher learning. Individuals are not eligible to apply.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Applicants are not required to obtain a planning grant before applying for an implementation grant. Applicants may not, however, submit multiple applications for the same project at the same deadline. If an application for a project is already under review, another application for the same project cannot be accepted by this or any other NEH grant opportunity.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Application advice and proposal drafts

Please keep in mind that the Division of Public Programs funds content first and format second. In other words, your application must convey a solid grasp of its subject and the related scholarship. Tell us why your proposed subject matters and demonstrate that the formats are a good match for it. Don't leave it to the reader to make connections that should be explicit.

You are encouraged to contact program officers, who can answer questions about the review process and review preliminary drafts. NEH recommends that drafts be submitted at least six weeks before the deadline, so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date.

Staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Draft proposals are optional; if you choose to submit one, send it as an attachment to publicpgms@neh.gov.

Applicants are also encouraged to examine the sample narratives from previously funded projects, which are available on the [program resource page](#).

HOW TO PREPARE YOUR APPLICATION

The following required elements must be submitted as PDF attachments through Grants.gov.

1. **Table of contents**

List all parts of the application with corresponding page numbers.

2. **Application narrative** (not to exceed **twenty** single-spaced pages, with one-inch margins). You should use at least eleven-point type.

The narrative should contain the following, in this order.

○ **The nature of the request**

In a page or less, provide an overview of the project and its interpretive goals. Describe the formats, the subject, and the main themes. Indicate that you are applying for a planning grant, and include the amount of money that you are requesting from NEH. Explain how the project is appropriate for your organization. If your project responds to the Common Good initiative or the Standing Together initiative, seeks to broaden access to the humanities, or examines connections between the humanities and science and technology, explain how it does so. When appropriate, outline the expected size (that is, square footage, approximate number of objects, etc.), anticipated opening date, and venues. Projects with multiple venues should list all of them.

○ **Humanities content**

Describe the significance of the subject and its relevance to the public. Discuss the intellectual content of the project, identifying the major humanities ideas, themes, and questions to be addressed. Explain how humanities scholarship will inform the project, and what audiences will learn. (In the Frequently Asked Questions document, which is available on the [program resource page](#), see the question about humanities themes.)

- **Project format(s) and participant experience**

Provide a preliminary description of the formats and techniques that will be used to engage general public audiences. Discuss how the chosen format(s) will effectively enhance audience understanding of the humanities content. Provide some specific examples of approaches to be used to convey the content and ways in which audiences will engage the content.

If you plan to use secondary formats (such as a website or mobile tour accompanying an exhibition, or another public program) or to incorporate related programs (such as discussion programs), briefly describe them.

Note: You should not describe how the planning process will be conducted. Instead you should explain your vision of the final product and the ways in which general public audiences will experience it.

- **Project resources**

Describe the resources available at your institution or elsewhere that will help develop the project's humanities content and communicate it to the public (examples of resources include archives, special libraries, collections of art of artifacts, images, documents, film, audio or digital materials). For materials that will be incorporated into the public program, explain how they will effectively convey the humanities content. If necessary, discuss how you will secure permissions or rights for key materials.

- **Project history**

Give a brief history of the work accomplished on the project to date. Describe the relationship of the project to others on the topic and explain what the project's unique contribution would be.

- **Audience, marketing, and promotion**

Describe the expected audience and present a plan for reaching this audience. If applicable, discuss partnerships that would help publicize the project and/or plans to reach underserved groups.

If you are proposing special outreach to underserved or at-risk communities, describe your outreach plan and explain how you will engage new audiences in thinking about and discussing humanities ideas.

○ **Audience evaluation**

NEH encourages early audience evaluation, including testing of the project's concept, approach, and key components. Describe any audience evaluation already conducted that illustrates audience needs or interests that the project will meet. Explain how you will test the efficacy of planned project elements in conveying humanities content and any plans you have for further evaluation of audience needs. Describe how the results of these evaluations might inform the project moving forward.

○ **Organizational profile**

Provide a short profile of your organization and other major partner organizations (not to exceed one page for your organization and a half page for each collaborating organization). These descriptions should include the

- institutional mission, origin, and size;
- annual operating budget;
- annual number of visitors (for museums and historic sites);
- special characteristics and current activities; and
- humanities resources (such as collections or staff).

○ **Project team**

Identify the project team in two sections: key staff members and a consultant team that includes humanities scholars. Briefly describe each member's qualifications and expected contribution to the project. Depending on the needs of the project, the consultants may include education and public program specialists, historic site or cultural tourism experts, writers, media producers, or digital designers. The application's work plan and budget should specify the contributions to the project to be made by key staff members and consultants. (See the instructions in item 4 below for information on attaching the project team's required letters of commitment and résumés.)

Explain the responsibilities of collaborating institutions.

○ **Work plan**

Provide a detailed month-by-month schedule of the major work to be done during the grant period, the amount of time it will take, and the specific people

involved. State clearly when the meetings with scholars and other consultants will occur, and how the meetings will advance the project.

- **Cost sharing plans**

Cost sharing consists of the portion of the project budget that will be funded by sources other than the planning grant. If your organization intends to share some of the costs, explain how your share will be met and outline the fundraising plan.

3. **Bibliography**

Include a short bibliography (not to exceed three pages) of the most significant humanities scholarship that informs the project.

4. **Résumés and letters of commitment**

Résumés of and letters of commitment from all project advisors and consultants are required. List on one page the project team and humanities advisers, using the following format: Joan Smith (American studies, University of Maryland), or John Smith (designer, ABC Designs). Include résumés (of two pages or less) for each key member of the project team. For each consultant (including humanities advisers or scholars) provide a two-page résumé and a letter of commitment stating his or her intention to work on the project and his or her contribution. Letters from paid consultants should include estimated fees and deliverables.

5. **Budget**

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) Submit your budget in a font of at least eleven points. If you wish, you may attach separate pages with notes to explain any of the budget items in more detail. You should retain a copy of your budget form.

Identify all key project personnel by name on the budget form, and note the number of days that each of them will contribute to the project. Indicate in the budget if any of these individuals will perform different and separately budgeted functions.

If the applicant institution is claiming indirect costs, submit a copy of its current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form. (See the instructions for this form in the Application Checklist at the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution is using the government-wide rate of up to 10 percent of the total

direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of \$25,000).

6. Additional information (if applicable)

If applicable to your project, you must submit the following additional information in a single attachment:

- **Traveling exhibitions**

Provide a brief description of how you envision the traveling exhibition. How will it differ from the original exhibition? Do you anticipate including original artifacts?

Please provide the preliminary travel itinerary, if one exists.

- **Discussion programs**

If you are proposing a series of discussion programs at multiple venues, briefly describe the selection criteria that you will use to choose the host venues. If applicable, briefly describe training workshops and other activities to prepare discussion facilitators, scholars, and other project staff.

- **Conservation treatment**

If the project includes funding requested for conservation treatment, and the treatment exceeds 15 percent of the total amount requested from NEH, include a discussion of the rationale for conserving the objects being used. Provide a list of individual objects, sample condition reports, a timetable for the treatment of objects, a description of the conservation methods, and the qualifications of the conservator.

- **User-generated content**

If the project includes user-generated content (UGC), describe how it will add to the humanities content and explain the criteria and process to be used for selecting and monitoring the content that will ultimately be made available to the public. Describe the policies and process to be used to prevent the dissemination of obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

7. Supplementary material

Applicants may choose to submit no more than **one** supplementary item, such as a collection of digital images of art works, photographs, or artifacts, or an exhibition catalog. Provide a brief description of the supplementary item. When possible, provide a URL for the supplementary item or submit it as a PDF via Grants.gov. If you are

submitting a supplementary item that is not available at a URL and cannot be scanned and submitted to Grants.gov as a PDF, follow the instructions in the “How to Submit a Supplementary Item” section below.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#). Information on how to confirm that you successfully submitted your application is available [here](#) (PDF).

HOW TO SUBMIT A SUPPLEMENTARY ITEM

As applicable, you may submit one supplementary item by mail (if it cannot be submitted as a URL or PDF).

Provide **eight** copies of the submitted item and describe it in the proper section of the application. Each item must be labeled with the name of the project director, the name of the applicant institution, and the title of the project.

Send the item to

Museums, Libraries, and Cultural Organizations
Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8269

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that supplementary materials be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

Samples will not be retained by NEH, and they will not be returned to the applicant.

DEADLINES

Applications must be received by Grants.gov on or before August 12, 2015, for projects beginning in April 2016. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after August 12, 2015, will not be accepted. Supplementary items must also arrive at NEH on or before August 12, 2015, to be considered as part of the application.

V. Application Review

Evaluators are asked to apply the following criteria in assessing applications:

1. **Humanities content**

The likely contribution of the project to public understanding of the humanities, including the significance of the subject and the humanities ideas; the quality and relevance of the humanities scholarship informing the project; and the extent to which the project offers an analytical perspective on the themes and ideas that underlie it.

2. **Humanities advisers**

The qualifications and potential contributions of the advising scholars and the likelihood that the designated scholars have sufficient command of the scope of relevant disciplines.

3. **Project team**

The experience and technical skills of the project team; the quality of the project team's previous work; and the likelihood that the institutional partners (if any) will collaborate effectively.

4. **Format and program resources**

The appropriateness, quality, and creativity of the concept for organizing and presenting the material to advance the project's intellectual goals; the likelihood that the chosen format will effectively convey the humanities content to the audience; and the appropriateness of the materials and resources that support the project's interpretive themes and ideas.

5. **Work plan**

The likelihood that the applicant will achieve the project's goals in a timely and efficient manner.

6. **Budget**

The appropriateness and reasonability of the project's costs.

7. **Audience**

The appeal of the subject to a general audience, the accessibility of the ideas, and the quality of the project's plan to reach a broad audience. For projects seeking to broaden

access to the humanities, the likely impact on the group(s) being targeted. The likely effectiveness of any proposed audience evaluation.

All other considerations being equal, the program will give preference to projects that provide free access to materials produced with grant funds.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

VI. Award Administration Information

Applicants will be notified of the decision by e-mail in April 2016. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in April 2016. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending a letter to NEH, Division of Public Programs, 400 Seventh Street, S.W., Washington, D.C. 20506, or an e-mail message to publicpgms@neh.gov.

VII. Points of Contact

If you have questions about the program, contact

Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8269
publicpgms@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.Grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- ☐ **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- ☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- ☐ **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. Alternatively, you can search Grants.gov for this program. The program resource page also has a direct link to the instructions for completing the package.
- ☐ **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs

3. Project/Performance Site Location(s) Form
4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
 - ATTACHMENT 1: Table of contents (name the file “contents.pdf”)
 - ATTACHMENT 2: Narrative (name the file “narrative.pdf”)
 - ATTACHMENT 3: Bibliography (name the file “bibliography.pdf”)
 - ATTACHMENT 4: Résumés and letters of commitment (name the file “resumesandlettersofcommitment.pdf.”)
 - ATTACHMENT 5: Budget (name the file “budget.pdf”)
 - ATTACHMENT 6: Additional information, if applicable (name the file “additionalinformation.pdf”)
 - ATTACHMENT 7: Supplementary material, if applicable (name the file “supplementarymaterial.pdf”)
5. Budget Narrative Attachment Form—Using this form, attach **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Information on how to confirm that you successfully submitted your application to Grants.gov is available [here](#) (PDF).